

FORTS LAKE ASSEMBLY OF GOD, INC

SUMMER CAMPS

STAFF/COUNSELOR HAND BOOK / POLICIES AND PROCEDURES

I. PHILOSOPHY

The goal of summer camp is to provide a Christ-centered experience for every camper.

II. OBJECTIVES

The camp program shall be designed to provide a reasonable balance of emphasis in the various areas of the camp philosophy.

A. The Spiritual Emphasis Shall Include:

1. Evangelistic services designed to win to the Lord Jesus Christ all campers who are not saved and provide opportunities for seeking the Baptism of the Holy Ghost.
2. Devotions in dorms after PM services will allow opportunities for campers to testify or get spiritual help.

B. The Social Emphasis Shall Include:

1. A schedule designed to provide opportunities for social interaction through such activities as banquets, field games, and tabernacle games.
2. A program designed to develop the Christian lifestyle in a social environment among their peers.

C. The Physical Emphasis Shall Include:

1. A recreational program which promotes wholesome exercise and good sportsmanship.
2. A health program which encourages sound health habits, cleanliness, adequate rest, proper diet, and good attitudes toward our body and each other.

III. CAMP VOLUNTEER PERSONNEL POLICY

1. All Forts Lake Summer Camp Staff and counselors are considered volunteers.
2. All camp personnel shall receive room and board in appreciation for service rendered.
3. All camp personnel should carry their own hospitalization insurance.
4. All camp personnel are selected with the approval of the Camp Director and the Forts Lake Summer Camp Committee after screening procedures have been completed on respective personnel.
5. Camp personnel in leadership positions or serving as counselors must be at least 21 years old for Youth Camp Personnel.
6. All counselors must attend the counselor orientation session on the opening morning of their respective camp.

7. All counselors are expected to be at camp no later than 10:00 AM with Registration complete on the day camp begins and stay on Friday until all of their campers are picked up.
8. It is expected that all personnel will conduct themselves in a manner which exemplifies Christian character and that all rules, regulations, policies and procedures will be obeyed.

IV. CAMP PERSONNEL JOB DESCRIPTION

A. Team Captains

1. Directly responsible to the recreation director. Indirectly responsible to the assistant camp director.
2. Be knowledgeable concerning all game rules.
3. Perform daily duties as assigned by the Activities Director. Be prompt at assigned time of work.
4. Be responsible for the care of all athletic equipment, and help Recreation Director in daily storage of said equipment.
5. Assist Recreation Director in activities.
6. Assist Assistant Director with tournaments or Olympic games.
7. Assist Recreation Director in determining any athletic awards needed for awards ceremony.
8. Assist Assistant Camp Director and cleaning leaders in the TEAM rotation of cleaning duties.
9. You will be responsible for your team during sports, activities, and all cheers for spirit stick.

B. Dorm Leaders

- I. Directly responsible to the Camp Director & to the Assistant Camp Director.
- II. Be responsible for orderly and prompt observance of lights out call each night. Assist counselors in maintaining quiet and order after lights out.
- III. Wake up campers daily at scheduled time.
- IV. Assist counselors in making sure all campers follow the daily schedule.
- V. Be sure that all campers are out of the cabins and in their scheduled activity.
- VI. Be "safety minded" at all times. Do not permit anything to get started that will cause problems and possible injury
- VII. Report any serious illness or injury to Camp Nurse and Camp Director immediately.
- VIII. Report any serious infraction of rules to camp director.
- IX. Inspect rooms and bath rooms daily for cleanliness and general care.
- X. Devise a plan to keep bath rooms clean. Include every TEAM in fair share rotation of responsibilities.
- XI. Assist the Assistant Camp Director with a Friday cleanup of the grounds. Devise a plan whereby campers will claim everything in the camp Lost and Found on Friday.
- XII. Assist the Camp Director and the Assistant Camp Director with other assignments as requested.

VI. CAMP COUNSELOR JOB DESCRIPTION

A. General

1. Care for the needs of your campers.
2. Cooperate with other counselors and staff members.
3. Strive to meet the individual needs of campers.
4. Be loyal to the Camp Director and Assistant Camp Director working toward the success of the total summer camp program.
5. Familiarize yourself with the camp policies and procedures and abide by them, as well as seeing that your campers abide by them.
6. Be able to account for your group at all times. Report any missing campers to the team captain immediately.
7. Work cooperatively with the Camp Director, Assistant Camp Director, and head counselor. Do not complain of leadership, rules, food, etc. to the campers or in their presence. Do not discuss your personal problems related to your home, work, family, etc. with the campers.
8. You are expected at camp the entire week. The Camp Director must approve all exceptions.
9. Perform tasks other than these assigned, if asked.

B. Specific

1. Spiritual

- a. Participate (as requested) in the daily Spirit Stick Competition with your campers at the scheduled times.
- b. Be an example in all areas of Christian conduct.
- c. Endeavor to lead each unconverted camper to Christ.
- d. Do not pressure any camper; allow the Holy Spirit to do His work.
- e. Pray with campers.

2. Discipline

- a. Never strike or yell at a camper. Get your team captain and Camp Director involved if necessary.
- b. Guard your conduct with a camper very carefully. Watch what you say to a camper – including joking around.
- c. Keep all advice that you give in a way of counseling to a camper on a spiritual level.
- d. Review camp rules with your group.
- e. Report all cases of willful disobedience and breaking of camp rules and regulations to the team captain.
- f. Bring all severe infractions to the attentions of the Assistant Camp Director.
- g. You are expected to abide by all rules. Disciplinary actions will be taken to those who fail to do so.

3. Procedure

- a. Directly responsible to the Camp Director and the Assistant Camp Director.
- b. Be present for pre-camp orientation session opening day of camp.
- c. Learn the name of each camper assigned to you on the first day of camp.

- d. Report any symptoms of illness to the Camp Nurse. All medication will be administered by the Camp Nurse. Please observe information in your folder which indicates any camper who needs special medical attention. See that the camper is given proper attention as needed.
- e. All meals will be served cafeteria style. Table clean up includes carrying trays, dishes, and paper to the designated area. Waste food and papers are to be deposited in appropriate trash cans.
- f. See that your cabin is properly cleaned each day.
- g. Never leave camp with a camper without express permission of the Camp Director.

4. Camp Orientation Session

A Camp Orientation Session will be conducted on the camp ground at 10:30 AM on the opening day of camp. Counselor Orientation will follow. **It is very important that you plan to attend this meeting.** We will be discussing thoroughly all aspects of your work at camp, including rules, regulations, schedule and new policies which you will need to know and fully understand.

VIII. CAMP POLICIES AND PROCEDURES

A. Counselor Orientation

1. The Counselor Orientation begins after the Camper Orientation on the opening day of camp.
2. All counselors are required to attend this orientation.
3. The purpose of this Training Session is twofold: 1) to make sure every counselor understands the rules and their respective responsibilities and 2) to answer any questions that may arise.

B. Staff Meetings

1. A staff meeting will be held daily at a time to be announced during Counselor Orientation.
2. All staff members shall attend the daily counselor meetings.
3. The purpose of the counselor meetings shall be to have a devotion and prayer time and also to discuss and resolve any problems relating to the camp (such as scheduling, discipline, spiritual problems, etc.), as well as to inform the staff of the various activities of the day. This is the opportunity for negative comments and complaints to be aired – not in front of the campers!

C. Camp Rules and Policies

1. All campers will be under the supervision of their counselors 24 hours a day.
2. No one is allowed to leave the immediate camp area without approval of the Camp Director or Assistant Camp Director. Vehicles are to be parked in designated parking areas and not moved without the express permission of the Camp Director or Assistant Camp Director.
3. All cars will be parked on Monday and must remain parked until check-out on Friday.
4. We reserve the right to inspect the contents of all personal belongings. The holding and/or disposal of improper contents is the right of the camp staff.
5. Boys are not allowed in girl's dorms and vice versa. The Camp Director will address the subject of boy/girl relationships at opening assembly.
6. There should be no loud noise before the wakeup call in the morning or after lights out. The lights should not be turned on before wake up time.
7. Campers are not allowed to leave their dorms after lights out without the counselor's permission.

8. The Daily Schedule is to be observed by everyone. Campers must attend all assemblies and services. They must be present for all meals, spirit stick competition and all group activities unless excused by the Camp Nurse, Camp Director, or Assistant Camp Director.
9. Campers **ARE NOT PERMITTED TO CALL HOME** except for emergency reasons.
10. No profanity, tobacco, alcoholic beverages, illegal narcotics, etc. are allowed in the camp.
11. **CAMP DRESS & OTHER ITEMS:** Campers should bring play clothes for the day and bring church attire for the evening services. Shoes must be worn at all times.

Clothing Policy

Modest clothing. Girls should wear dresses/skirts. No pants. Boys should wear jeans or windpants, no shorts.

Bedpants are not allowed to be worn outside that dorms at any time by boys or girls.

Clothing should cover the midriff at all times.

Clothing should be of Godly nature (no reference to rock, country music, sports, gangs, etc.)

Boys' hair should be well groomed; no longer than their collar and out of their eyes.

What to bring:

Linens: Towels & bath cloths, Sleeping Bag or Twin Sheets & Pillow

Toiletries: Soap, Shampoo, Deodorant, Tooth Paste, Hairbrush, Toothbrush

Other Items: Bible, Ball Glove, Notebook, Pen, Money for Concession Stand and Offering.

What not to Bring:

Sleeveless, low cut or sheer blouses and dresses

Shorts, sundresses or muscle shirts of any type

Short skirts (must be below the knee)

And the following:

Alcohol	Ankle bracelet	Body rings	Bracelets
Candy	CD players	Cell Phones	Cosmetics
Earrings	Excessive rings	Firearms	Fireworks
Guns	Knives	Matches	Nail Polish
Narcotics	Necklaces	Radios	Snack Foods
Tobacco Products	TV's	Video Cameras	Video Games

**** THESE ITEMS WILL BE TAKEN IF FOUND****

12. No destroying or marking property. (Parents will be charged for replacement costs.)
13. Beds and mattresses are not to be moved under any circumstances. There is no rough housing or standing on beds. Please take care of all furnishings. Water balloon fights, water pistols, shaving cream fights, pillow fights, etc. will not be permitted under any circumstances. Invariably, this always leads to injury or destruction of personal property.
14. No paper or cans are to be thrown on the grounds. Containers are provided for all trash.
15. All campers are expected to show respect, observe habits of personal and group courtesy, cleanliness, Christian conduct and cooperate with the requests of all counselors and staff members.
16. All counselors and staff members are authorized to maintain order anywhere on the campgrounds.
17. Musical instruments and the P. A. System are not to be touched by the campers without approval from the Camp Director or Forts Lake A/G staff.
18. Any tampering with another camper's personal belongings is strictly prohibited. Please demonstrate respect for one another's personal property.

19. Staff, other than designated personnel, should not be in the kitchen area. No dishes/utensils may be taken by anyone from the kitchen at any time without the permission of the Camp Director, Assistant Camp Director or the Cafeteria Manager.
20. Registration includes: lodging, meals, and games.

D. Medication:

1. **IF CAMPER IS ON PRESCRIPTION MEDICATION, IT MUST BE IN ORIGINAL CONTAINER WITH CORRECT NAME AND INSTRUCTIONS ON THE BOTTLE!** Please do not send over the counter drugs unless prescribed by a doctor.
2. All medication will be held and administered by the Camp Nurse.

E. Discipline Policy

1. In the event of minor violations of camp rules, it is the responsibility of counselors and head counselors to dispose of these violations with love and prayer. If necessary you may seek the guidance of the Camp Director or Assistant Camp Director. Disciplinary action might include such methods as removal of privileges, minor work details (sweeping floors, picking up trash, etc.), but in no case will it include physical punishment.
2. All major disciplinary action will be the responsibility of the Camp Director and the Forts Lake Assembly of God, Inc. Summer Camp Committee.
3. Every effort will be made to make camp enjoyable and to retain each camper for the duration of the camp. In the event that a camper is to leave camp (due to disciplinary action, homesickness, emergency, etc.), he/she will only be permitted to leave with their pastor, parent or guardian, or someone specifically designated by the legal parent with written consent.
4. Under no circumstances will a camper be deprived of food, subjected to corporal punishment or abusive physical exercise as a means of punishment.

F. Guidelines for Visitors

1. Each visitor must register with the camp office upon arrival.
2. Visitors are not allowed to participate in any camp social or recreational activity.
3. The Thursday evening special activities will not be available to visitors without the permission of the Camp Director.

G. Off Limit Areas

1. Buildings and wooded areas not directly involved with the camping program are off limits, unless when authorized by the proper personnel.
2. Male campers should not be in the female cabin/dorm area and female campers should not be in the male cabin/dorm area.
3. Campers should not be in the cafeteria except during their regularly scheduled times.
4. At night all campers should stay in well-lit areas.

H. Procedures for The Awards Program

1. Spirit Stick Competition
 - a. Each team will have the opportunity to earn points for their team during the Spirit Stick Competition. This competition is graded on Creativity, Volume and Unity.

2. TEAM Points

- a. The following are everyday activities which may earn points for each TEAM: Maintaining a clean cabin, team recreation, exemplary Christian conduct by group, Olympic Games, etc.

3. Other Awards

- a. Any other awards given will be either a ribbon or certificate to be awarded at the appropriate time on Thursday night.
- b. Any athletic awards (track and field, all stars, etc.) shall be determined by the Recreation Director and his/her staff.
- c. Where appropriate, ribbons may be awarded for participation in special events. These awards will be approved on an individual camp basis by the Camp Director.

I. Camper Staff Relationships

1. Staff members and counselors should remember at all times that camp is for the camper!
2. Participation in worship services, athletic events and other camp activities will be centered around the campers as much as possible.
3. Camp counselors are to guide, encourage, teach and inspire campers in all areas of the camp objective.
4. Undue familiarity or unwholesome relationships between staff and campers will not be allowed. Responsibilities cannot be sacrificed at the expense of getting too involved with the campers and their activities.
5. Counselors are expected to participate in all altar services.

J. Arrival and Departure Policy

1. Campers should plan to arrive by 10:00 AM on the opening day of camp.
No early arrivals, please.
2. Camps will close on Friday after the morning service. Lunch will be provided. Each camper is to sign out with his/her counselor before leaving camp.
3. All campers must be picked up no later than 1:00 PM on Friday.
4. All counselors should remind those delivering kids to camp on Monday that they are to be picked up no later than 1:00 PM on Friday.

K. Camp Insurance

1. The camp Hospitalization Insurance Policy serves only as secondary coverage for both staff and campers. Where personal hospitalization is insufficient to cover the needed medical attention, the camp insurance policy goes into effect.
2. All staff and campers are asked to supply the name of their hospitalization carrier and policy number. Also, campers are asked to supply their personal physician's name and number for reference in medical emergencies.

L. Emergency Procedures

1. In the event of fire (or fire drill), the following procedure shall be observed;
 - a. The fire alarm shall be activated.

- b. Each group counselor is responsible to see that their group evacuates the building quickly and orderly. No running, pushing or shoving.
 - c. The counselor must be certain that every member of the group is present and accounted for.
 - d. Any missing persons should be reported immediately to the head counselor.
 - e. All persons should proceed calmly and safely to the nearest field and remain in this open area until given further instructions.
2. In the event of a severe storm or tornado, the following procedure shall be observed:
- a. The storm siren or warning shall be activated.
 - b. Each group counselor is responsible to see that their group finds shelter in the nearest designated building or refuge.
 - c. No one should remain in the wooded area or any open area such as the ball fields, etc.
 - d. The counselor must be certain that every member of the group is present and accounted for.
 - e. Any missing persons should be reported to the head counselors or other camp staff making rounds. Under these circumstances, a counselor shall not leave their group alone to look for a missing person.
 - f. All persons should remain in the designated buildings until given further instructions by the camp staff.